



**Posted: April 20, 2012**

**CITY OF NORFOLK  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR PROPOSALS  
for  
ENVIRONMENTAL REGULATORY AND PLANNING ASSISTANCE  
INDEFINITE QUANTITY CONTRACT**

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**Services Requested**

The City of Norfolk, Department of Public Works, Division of Environmental Storm Water Management is seeking proposals from qualified professional engineering firms to provide services on an as-required basis. The City intends to enter into an annual, renewable agreement with the firm selected to provide these services. Other related government organizations or agencies may be allowed to issue Work Orders under this Contract, as permitted by the City. The City will provide a scope of services for each specific request for engineering services required under the Agreement. A request for services may include, but not necessarily be limited to, the following:

- Development of implementation plans for various regulatory requirements
- Review of legislative changes and assistance negotiating requirements
- Chesapeake Bay Total Maximum Daily Load compliance assistance
- Local Total Maximum Daily Load compliance assistance
- Municipal Separate Storm Water (MS4) Permit compliance assistance
- Virginia Pollution Detection Elimination System (VPDES) Industrial Permit compliance assistance
- Storm Water regulatory audit and inspection assistance
- Development of watershed master plans
- Development of monitoring plans for biological, physical, and chemical indicators
- Development of storm water system inventories and retrofit plans
- Database development
- GIS data development

**Requirements of Proposal**

Proposals submitted in the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or propriety information must be clearly identified to prevent their disclosure, and the reason why protection is required must be stated (City Code Sec. 33.1-9).

Your proposal should address the proposed work and should include the following information:

- Professional qualifications of the project team, including resumes of the key staff individuals and their background.

- Profile of the firm's principals, staff, and facilities.
- Profile of the subconsultants and their background.
- Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed.
- The proposal should include statements concerning the availability and accessibility of staff to perform the work.
- Appropriate brochures, photographs or printed materials may be submitted at your option. In no event shall your proposal, including all attachments, brochures, covers, and dividers, exceed 20 sheets of paper. You are permitted to utilize the reverse side of all sheets.
- A list of current/proposed contracts in which your firm is engaged.
- Complete and include the attached Compliance with State Law – Authorization to Transact Business in the Commonwealth Certificate.
- A written statement attesting that your firm maintains an errors and omissions liability insurance policy with a minimum limit of \$1,000,000.

### **Compliance with State Law**

Bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission.

Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

### **Minority Participation**

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise ([www.dmb.state.va.us](http://www.dmb.state.va.us)). Firms are asked, as part of their submission, to describe any planned use of such businesses. Please include in your proposal whether your firm or any of your sub-consultants is a minority owned business described by one of the following categories: African American (male), African American (female), Caucasian (female), Hispanic (male), Hispanic (female), Asian American (male), Asian American (female), American Indian (male), American Indian (female), Eskimo (male), Eskimo (female), Aleut (male), Aleut (female), Other (male), Other (female).

## **Norfolk Businesses**

It is also the policy of the City to support Norfolk businesses and workforce development, and the City encourages companies with corporate offices in Norfolk, and which employ Norfolk residents, to compete for City contracts. Please include in your proposal information regarding the location of your offices, the offices of your sub-consultants, and the employment of Norfolk residents by your firm or by your sub-consultants.

## **Emergency Services**

These services may also be required during emergencies. The issuance of a Declaration of Emergency Conditions by authorized government officials shall cause any agreement or contract resulting from this proposal to be activated at the terms and conditions listed in the agreement or contract. The selected firm shall make available to the City of Norfolk, during the time of emergency, its time, equipment, and expertise in those services for which the firm has been previously contracted. Failure to comply may result in termination of the agreement or contract by the City of Norfolk.

## **Evaluation of Proposals**

Evaluation of proposals will be under the complete jurisdiction of the City of Norfolk. It is the intent of this Request for Proposal that all services be prepared complete in all respects without need for engaging separate technical expertise of professional services.

Upon receipt of the proposals, the City will evaluate all materials submitted by responding firms and rank the proposals in order of qualifications by virtue of technical competence, general background experience, availability, etc. The city shall engage in individual discussions with two or more firms deemed most qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. After completion of the interview process, the City shall select, in the order of preference, two or more firms whose professional qualifications and proposed services are deemed the most meritorious. At that time, the City will enter into negotiations with the first choice firm to determine an agreeable method of compensation for service. If negotiation cannot be successfully completed with the first choice firm, the City will then negotiate with the second choice firm, etc. Upon completion of negotiations, a formal contract agreement will be prepared and executed between the firm and the City of Norfolk.

## **Additional Information**

All proposals are due in the office of the Director of Public Works, 810 Union Street, Room 700, Norfolk, Virginia 23510, no later than **4:00 p.m., Monday, May 14, 2012**. Five (5) copies of this proposal should be submitted.

Questions related to this solicitation should be directed to Rey Hernandez, Jr., P.E., Division of Environmental Storm Water Management, (757) 823-4021.

John M. Keifer  
Director

Virginian Pilot – April 22, 2012  
DemandStar – April 22, 2012

**COMPLIANCE WITH STATE LAW – AUTHORIZATION TO TRANSACT BUSINESS IN THE  
COMMONWEALTH**

**I. CERTIFICATION**

A. The Offeror/Vendor (Please fill in with your enterprise's complete name)

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certifies that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50.

The identification number issued to Offeror/Vender by the State Corporation Commission:

\_\_\_\_\_

B. Offeror/Vendor that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall describe why it is not required to be so authorized:

\_\_\_\_\_  
\_\_\_\_\_

Offeror/Vendor: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**II. INSTRUCTIONS**

a. The Offeror/Vendor shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Vendor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the

certification will be considered in connection with a determination of the Offeror's/Vendor's responsibility. Failure of the Offeror/Vendor to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Offeror/Vendor non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror/Vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror/Vendor knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

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